
INSTRUCTIONS FOR 2011 PIT-X NEW MEXICO PERSONAL INCOME TAX AMENDED RETURN

Who Must File

If you have filed your New Mexico personal income tax return you need to change the reported federal taxable income, or for changes to New Mexico taxable income, credits or rebates you must file an amended New Mexico personal income tax return. Describe the reason for amending your return in the space provided on page 2, Form PIT-X. If the New Mexico amended return shows changes as the result of filing an amended federal return, attach a copy of the federal amended forms and schedules. NOTE: The law requires an amended New Mexico return to be filed within 90 days of the date an adjustment to your federal return becomes final.

Electronic Filing

You may electronically file amended returns using the Department's web site at <https://efile.state.nm.us>. You can file the four most recent tax year returns. Log in and choose the correct tax year. The program will process the new return as an amendment.

Which Forms to Use

For a tax year beginning on or after January 1, 2011 but not after December 31, 2011, an amended return must be filed on Form **2011 PIT-X**. For tax years beginning on

or after January 1, 2005, use the Form PIT-X applicable to the tax year that you are amending. For example, if amending for tax year 2005, use Form 2005 PIT-X. If filing a fiscal year return, use the form for the calendar year in which the fiscal period began.

For tax years beginning prior to January 1, 2005, file amended returns using the form for the appropriate tax year. For example, if you are amending the 2004 personal income tax return, use Form 2004 PIT-1, *New Mexico Personal Income Tax Return*, and mark the "amended" checkbox. For tax years beginning in 2001 and earlier, an amended return checkbox is not present on the form. To file an amended return for 2001 or earlier, write "Amended" at the top of the form.

For all tax years, you must include all schedules applicable to the tax year as required by the instructions along with your amended return. There are no special amended schedules to use. Attach the same forms that would be filed with an original return. For the 2011 return, attach all required 2011 Schedules PIT-S, PIT-ADJ, PIT-RC, PIT-B, PIT-D, or PIT-CR. Submit the schedules if there is an amount in the "as amended" column, on Form 2011 PIT-X, even if the amount did not change from the schedule submitted with the previously filed

return. You do not need to file W-2 forms and similar information forms unless you are amending your New Mexico return to change the amount of tax withheld.

How to Complete Form 2011 PIT-X

To complete the 2011 Form PIT-X, you will need your previously filed 2011 personal income tax return and instructions.

Complete the top of page 1 of the Form PIT-X. Important: Complete all required fields even if the information did not change.

Make sure your name(s) and social security number(s) are correct and legible. If married filing jointly, the first person listed on the amended return should be the first person listed on the original return.

Enter your *current address*. Mark the checkbox above the name and address block if you moved or changed your address since your last filing.

Indicate if you or your spouse (if applicable) are 65 years of age or older; are blind for federal income tax purposes, and enter the residency status. If the taxpayer or spouse died before the return is filed, mark the deceased taxpayer or spouse indicator and enter the date of death information. Com-

IMPORTANT:

Complete all applicable fields in the "As Amended" column, even if the information did not change.

Attach all schedules necessary to support your "As Amended" figures.

plete lines 2 through 5. If you had an approved extension of time to file for the original filing, enter on line 3 the extension information required on the original return.

For example: If a calendar year filer obtains a federal automatic extension, the checkbox on line 3 should be marked and the extended due date should show October 15, 2012 on the original return. When filing an amended return, also mark the checkbox on line 3, and enter the extended due date of October 15, 2012. Do this even if the extended due date does not affect the amended return.

Enter the reason for amending the return in the space provided at the top of page 2, Form 2011 PIT-X. If you amended the return resulting from changes to the federal return, attach a copy of the federal amended form.

Completing the “As Previously Filed” column. In the first column, enter the return figures *as previously filed*. If you have filed multiple returns for the 2011 tax year, enter only the figures from the most recently filed return.

Lines 9a, 13a, 15a, 22a and 31 must show the correct responses for the second column, the “As amended” column. You do not have a corresponding indicator box or entry field for the “As previously filed” column.

Completing the “As Amended” column. Enter the amended return data in the second column. Except for line 27, complete the line items according to the instructions for the original 2011 Form PIT-1. **IMPORTANT: You must complete all lines applicable to your amended**

tax return, including lines that did not change from the previously filed return.

For example, if line 9, Federal Standard or Itemized Deduction amount was originally filed as \$11,600, and the amended return does not affect the Federal Standard or Itemized Deduction amount, enter \$11,600 in the “As Amended” column, line 9.

Complete line 27 on 2011 Form PIT-X using the schedule at the bottom of page 2, Form PIT-X, and the instructions for line 27, that follow.

Paid Preparer’s Use Only

Paid preparers must sign your return. Anyone you pay to prepare your return must sign it and fill in the other blanks in the paid preparer’s signature section of the return. The preparer may sign it by hand or any other method of electronic signature acceptable to the Internal Revenue Service. Paid preparers are subject to certain requirements. For more information, see Penalties and Interest in the instructions for Form PIT-1, page 12.

Instructions for Line 27 - Other Payments Less Any Refunds

Complete the schedule at the bottom of page 2, Form PIT-X, and enter the result on line 27, in the second column marked “As Amended.”

LINE 27 Schedule Instructions

Line 1 2011 Other Payments

List any 2011 payments made prior to, or separate from, the submission of this amended return. Enter the date and amount of the payment. Do not include any estimated payments or payments carried

forward from the prior year return, reported on line 26 of Form 2011 PIT-X.

Line 1a Sum of Payments

Enter the sum of 2011 *Other Payments* listed on line 1.

Line 2 2011 Refunds Received

List any refunds received from a previously filed 2011 New Mexico personal income tax return. If the Department paid interest on your refund, do not include the interest paid.

Line 2a Sum of Refunds

Enter the sum of 2011 refunds listed on line 2.

Line 3 Subtract line 2a from 1a

Enter the result on line 3 of the schedule and on line 27, Form PIT-X. If the result is a negative number, enter the minus sign immediately to the left of the monetary amount.

If additional space is needed to complete the schedule for line 27, attach a schedule in the same format on a separate page.

Completing Form PIT-X

See the PIT-1 instructions for detailed information regarding lines 1 - 38.

Sign and date your return at the bottom of page 2 of Form PIT-X. If you are married and filing a joint return, both spouses must sign it.

Paying Your Tax Liability

You may make payment by electronic check at no charge through the Department’s web page. An

electronic check authorizes the Taxation and Revenue Department to debit your checking account in the amount and on the date you specify. Directions are available on the web site at <http://www.tax.newmexico.gov/Online-Services/Pages/Home.aspx>.

You may also pay using a Visa, MasterCard, American Express or Discover credit card, however, a convenience fee of 2.49% is charged to reimburse the State for fees the credit card companies

charge the State of New Mexico.

If mailing a payment with your return, complete the PIT-PV, Payment Voucher. Write your social security number and "2011 PIT-X" on your payment.

Submit only original, official state forms. Copies cause a delay in processing your return. Keep a copy of your original return and attachments.

Before you mail your return, make sure you have completed the *Checklist for Form 2011 PIT-X* below.

Mail your return, attachments and any applicable payment to the address below:

**New Mexico Taxation and
Revenue Department
P.O. Box 25122
Santa Fe, NM 87504-5122**

Checklist for Form 2011 PIT-X

- ☐ Enter name(s) in the same order as filed on the original return.
- ☐ Attach W-2(s) or other informational return(s) **only** if the information changed.
- ☐ If there is an entry in the "As Amended" column of lines 8 or 12, attach Schedule PIT-ADJ.
- ☐ If PIT-B was used to calculate the amended tax amount on line 15, attach Schedule PIT-B.
- ☐ If there is an entry in the "As Amended" column of line 18, attach Schedule PIT-CR.
- ☐ If there is an entry in the "As Amended" column on line 21, attach Schedule PIT-1-RC.
- ☐ If there is an entry in the "As Amended" column on line 36, Form PIT-D must be attached. You may not decrease or eliminate any amount of voluntary contribution made on the original or previously filed return.
- ☐ Enter the reason for amending the return in the space provided at the top of page 2, Form 2011 PIT-X. If you amended the return resulting from changes to the federal return, attach a copy of the federal amended form.
- ☐ Is the return properly signed and dated? Is a contact telephone number and E-mail address included on page 2 of Form PIT-X?
- ☐ If you are due a refund, did you complete the Refund Express portion of the return on page 2 of Form PIT-X or verify that the address on page 1 of Form PIT-X is where you want your refund to be mailed to?
- ☐ If mailing payment with the return, complete Form **PIT-PV** and attach the check or money order. Make your check or money order payable to New Mexico Taxation and Revenue Department and write the social security number and "2011 PIT-X" on your check. **NOTE:** TRD supports the fast and secure filing of electronic payments for PIT-PV. Visit our website at <https://efile.state.nm.us>.
- ☐ Make a copy of ALL documents for your records.